



U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage



Under the Civil Service Retirement System (5 U.S.C. 8336(c))



Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, NV - Bureau

Classification Title: Supvy Range/Forestry Technician (FIRE)

Organization Title: Fire Station Manager

Series and Grade: GS-0455/0462-06

Position Number: F123

Category: Primary - rigorous

RECOMMEND:

Marcia L. Scifres
Bureau Special Retirement Coordinator

11/13/95
Date

[Signature]
Delegated Official

11/9/95
Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

[Signature]
Secretary's Designee of Special Retirement Program

11/21/95
Date

POSITION CLASSIFICATION AMENDMENT

OFFICIAL HEADQUARTERS Ely District Office		2. NAME OF INCUMBENT							
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION; <input type="checkbox"/> AS HEREBY AMENDED									
11a. _____	d. _____	<p>This position is for young and physically fit individuals and is subject to the maximum entry age restrictions.</p>							
b. _____	e. _____								
c. _____									
4. CSC TITLE AND BUREAU POSITION NO.									
SLIPV Range Technician (Fire) #F123		Org. Title: Fire Station Manager	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="padding: 2px;">SCHEDULE</th> <th style="padding: 2px;">SERIES</th> <th style="padding: 2px;">GRADE</th> </tr> <tr> <td style="text-align: center; padding: 2px;">GS</td> <td style="text-align: center; padding: 2px;">455</td> <td style="text-align: center; padding: 2px;">6</td> </tr> </table>	SCHEDULE	SERIES	GRADE	GS	455	6
SCHEDULE	SERIES	GRADE							
GS	455	6							
<input type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE, <input type="checkbox"/> POS. NO., <input type="checkbox"/> SCHEDULE, <input type="checkbox"/> SERIES, <input checked="" type="checkbox"/> GRADE									

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (Signature of Supervisor) (Date) </div>	<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (Signature of Official Exercising Classification Authority) 12/13/91 (Date) </div>
TITLE _____	JERRY REYNOLDS Position Classification Specialist TITLE _____

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This amendment establishes control over the position at the GS-6 training level.

At the GS-6 grade, assignments will be made individually by the FMO or AFMO. The incumbent will be given supervisory duties but conflicts will be handled with supervisor involvement. Close supervision and review will insure work is performed to meet bureau and aircraft flight requirements.

"I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations."

William E. Dunn
 Signature of Immediate Supervisor
 Fire Management Officer

11/20/91
 Date

Special Retirement Coverage:	
<input checked="" type="checkbox"/> Firefighter	CERS: date approved <u>11/21/95</u>
<input checked="" type="checkbox"/> Law Enforcement	PERS: date approved <u>11/21/95</u>
<input checked="" type="checkbox"/> Primary/Thorough	secondary/administrative secondary/supervisory

FF Special Retirement Coverage

Standard Position Description (SPD)# F123

GS-455/462-7

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

2. Reason for Submission <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Active <input checked="" type="checkbox"/> Field		4. Employing Office Location Ely, Nevada		5. Duty Station Ely, Nevada		6. Official Classification	
7. Pay Letter Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Estimated Personnel <input type="checkbox"/> Employment and Payroll Records		9. Subject to LA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen) <input type="checkbox"/> SES (ICR)		11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1-High <input type="checkbox"/> 2-Critical <input type="checkbox"/> 3-Noncritical <input type="checkbox"/> 4-Special		13. Comparative Level RFC		14. Agency Use FPL:GS-		15. Classified/Graded by Official Title of Position		Pay Plan	
a. U.S. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review Supervisory Range/Forestry Technician*		d. First Level Review		e. Recommended by Supervisor or Issuing Office Supervisory Range/Forestry Technician*	
16. Organizational Title of Position (if different from official title) Fire Station Manager (Station-ELY)		17. Name of Employee (if vacant, specify)		18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision Ely District		d. Fourth Subdivision Division of Operations	
a. First Subdivision Bureau of Land Management		b. Second Subdivision Nevada State Office		e. Fifth Subdivision		Signature of Employee (optional)			

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes as to appointment and payment of public funds, and that false or false statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
William E. Dunn
Fire Management Officer

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
L. BARKOW, Chief - Aviation

Signature: *William E. Dunn* Date: 12/3/91

Signature: (signed) L. BARKOW Date: JAN 8 1992

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
GS-455/462

Typed Name and Title of Official Taking Action
JULIET D. POWELL
Personnel Management Specialist

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management, information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature: *Juliet D. Powell* Date: 11/21/90

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

24. Remarks
OC: 05AA
SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

25. Description of Major Duties and Responsibilities (See Attached)

NBS 7540-00-034-4285

Previous Edition Usable

5008-108

OF 8 (Rev. 1-80)
U.S. Office of Personnel Management
Form Chapter 205

Special Retirement Coverage:	
<input checked="" type="checkbox"/> FICA	<input checked="" type="checkbox"/> FICA: date approved 07/29/91
<input checked="" type="checkbox"/> Social Security	<input checked="" type="checkbox"/> Social Security: date approved 07/29/91
<input checked="" type="checkbox"/> Primary/Supervisory	<input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary/Supervisory

Supervisory Range/Forestry Technician, GS-455/462-7
Fire Station Manager (Station Name)
Position No. F123

INTRODUCTION

This position is located in an initial attack fire suppression organization within BLM. Duties include supervising and working with a group of firefighting crews both on and off the fireline, through subordinate crew leaders and squad/unit leaders. The crew leaders may be assigned to a variety of locations and will generally include a combination of handcrew, engine, and/or helitack crews. The crew supervisor may spend an estimated 60-80% of the time performing line firefighting duties, due to the heavy multi-crew fire occurrences generally experienced at that location.

DUTIES

A. Plans and coordinates work assignments for the crews assigned to the fire station. The work includes analyzing fire potential and planning standby assignments for the crews ensuring that the firefighting support duties are given priority. The work also includes coordinating with potential resource project leaders to ensure projects are within the capabilities of the crew(s) and that all standby guidelines will be met. Assigns crews to fires, coordinates project fire assignments with other units. Ensures crews are adequately trained, fire readiness drills are held, safety sessions are conducted, and vehicles/equipment/tools are maintained and repaired. (10%)

B. Serves as a Multi-resource Incident Commander during extended attack fires, directing the fire line activities and tactics of manpower, equipment, and aircraft. Coordinates with the dispatch office regarding fire behavior, fire conditions, support needs, and problems. Protects fire origin and makes preliminary fire investigation of cause. Serves as Initial Attack Incident Commander for more complex fires. Serves on larger fires in positions qualified for and specifically red-carded for. Functions in position(s) for which qualified during prescribed burns. (Estimate 60-80% of normal season)

C. Supervises the assigned crew. Participates in the selection of crewmembers. Assists in developing performance standards, explains standards to employees and assigns performance ratings. Checks completed work to ensure that it meets established standards. Discusses grievances with employees and attempts to resolve them informally. Provides information to supervisor on formal grievances. Assigns crews to projects based on capabilities. Approves leave for short time periods. Monitors and rearranges crew schedules/work locations to ensure adequate coverage during peak periods. Recommends overtime for specific situations. Provides firefighting training and follows up to ensure it is being applied. Ensures safety gear and safety precaution guidelines are being followed. Directs the work through subordinate crew leaders and, generally, squad or unit leaders. (Estimate 10-20%)

D. As specifically assigned, serves as instructor in basic fire training courses, including 100-300 level NIFQS/ICS courses. (Estimate 0-10%)

E. Directs the maintenance and repair of vehicle, equipment and tools. Assists the crew leaders in more difficult tasks. Ensures adequate supplies are available. Participates in fire readiness drills. Assists with crew training, especially in conducting on-the-job follow-up to formal training, crew readiness exercises, and tail-gate safety sessions. Receives specialized training under the ICS. (Estimate 10-15%)

FACTORS

Factor 1, Knowledge Required by the Position

Thorough knowledge of firefighting methods, tactics, and procedures under various conditions of weather, terrain, and wildland fuels is required to train and direct multiple crew suppression actions through subordinate crew leaders. Prior line firefighting experience is required.

Knowledge of fire behavior in a variety of fuels and weather conditions.

Skill in sizing up and determining the tactics and procedures to be used in safely and economically suppressing larger fires.

Knowledge of State and Federal Fire Regulations and other fire agencies' policies and procedures in suppression of fires to perform fire suppression and work with individuals in other agencies on suppression assignments.

Thorough knowledge of fire engine hydraulic systems, including effect of elevation, friction loss, and pressure, pumping mechanisms, hose thread and apparatus differences, and operating procedures to distribute hose lays and to operate equipment for peak utilization.

Thorough knowledge of air operations, pertinent FAA regulations, air safety, and aerial retardant drops.

Thorough knowledge of helicopter operations including the capabilities and limitations of helicopters and related equipment to determine loading, takeoff and landing sites, estimated time requirements, and keeping track of engine and pilot flight time.

Knowledge of aircraft/helicopter contract provisions to determine that contract provisions are met, and that flight plans are filed in the temporary use of this equipment.

Knowledge of accepted safety practices on the fireline, and around fire engines and aircraft engaged in suppressing fires is required to prevent injury, damage, or loss of life.

Knowledge of administrative procedures to be followed in time keeping, equipment use reporting, property accountability reporting, injury reporting, emergency requisitioning, and other administrative operations.

Must have the ability to supervise others.

Must possess a valid state driver's license.

Ability to communicate effectively with others in emergency situations in field locations.

Factor 2, Supervisory Controls

The supervisor provides overall guidance, direction and area of assignment. The employee independently plans and carries out routine firefighting and maintenance and repair of firefighting tools and equipment duties within established procedures, guidelines, and firefighting practices. Work is

occasionally checked in progress but generally results are evaluated in terms of timeliness and efficiency of actions taken and as a part of fire critiques.

Factor 3, Guidelines

Guidelines consisting of Departmental and Bureau manuals, district fire plans, technical manuals, training guidelines, and equipment brochures are available. The employee must select from a number of guidelines and deviate from or adapt the guidelines to meet the emergency situations encountered. The employee recognizes the need for and recommends changes in policies and procedures. The supervisor or other fire control specialists are available if existing guidelines are not applicable or significant deviations appear necessary.

Factor 4, Complexity

The work involves various firefighting assignments using hand, helitack, and engine crews and air operations. Complex engines are assigned to the station. The work is directed through subordinate crew leaders who normally have at least two squads or units. In some cases, subordinate leaders are assigned to detached locations increasing the need for coordination and supervisory skills. Because of the total capability of assigned crews and equipment, a number of alternatives may be applicable to any one suppression action. The employee determines the efficiency and effectiveness of actions taken and takes initiative in correcting routine problems through training, readiness exercises, safety sessions, and equipment maintenance and repair activities.

Factor 5, Scope and Effect

The purpose of the position is to serve as a Fire Station crew supervisor in planning and carrying out firefighting duties. The firefighting decisions made affect the ability of the organization to minimize the acreage burned and the loss of resource values. The decisions made also affect the safety of the crews assigned.

Factor 6, Personal Contacts

Personal contacts as a crew supervisor occur with firefighting, aircraft, and resource personnel throughout the organization as well as other Federal, State, and public wildland firefighting organizations.

Factor 7, Purpose of Contacts

As a crew supervisor, contacts occur not only to obtain information, clarify assignments and report information but also to plan, coordinate and advise on firefighting efforts in suppression assignments. Employee also participates actively in firefighting critiques to resolve problems encountered in previous suppression actions and to improve procedures.

Factor 8, Physical Demands

This is a mixed office/field position. However, a substantial part of the firefighting duties require strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required during helitack, engine, and line firefighting activities and air operations.